



Policy: 1301
Procedure: 1301.08
Chapter: Communications
Rule: Web Site Communications

Effective: 09/01/06
Replaces: 1301.08
Dated: 03/01/06

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) utilizes several websites to inform employees and constituents about departmental business in order to enhance internal and external communications. The ADJC Public Website, the ADJC Intranet, the Employee Bulletin Board (EBB), and the ADJC Youthnet Website are maintained by the Web Administrator.

Rules:

1. The **WEB ADMINISTRATOR** shall ensure:
 - a. Proper design, maintenance, and update of the ADJC Public Website, the ADJC Intranet, the Employee Bulletin Board (EBB), and the ADJC Youthnet; and
 - b. Website standards are in compliance with Government Information Technology Agency (GITA) protocols.
2. The **WEB ADMINISTRATOR** shall oversee all web pages on the ADJC Public Website, the ADJC Intranet, the Employee Bulletin Board (EBB), and the ADJC Youthnet to ensure consistent format and GITA Protocols.
 - a. If the Web Administrator has granted permission to an employee to post pages, the **EMPLOYEE** must adhere to instructed standards;
 - b. The **WEB ADMINISTRATOR** shall maintain authority to augment postings by an employee or to rescind granted permission.
3. **ADJC Public Website**
 - a. The **WEB ADMINISTRATOR** shall ensure the Public Website contains, at a minimum, the following:
 - i. Agency purpose;
 - ii. Services provided to committed juveniles;
 - iii. Departmental contact numbers;
 - iv. Related juvenile justice and delinquency information.
 - b. The **WEB ADMINISTRATOR, CHIEF OF LEGISLATIVE POLICY AND COMMUNITY AFFAIRS (CLPCA), OR DIRECTOR** shall determine any additional content information;
 - c. **NO ONE** shall post pictures of committed juveniles on the Public Website unless the face can be blurred or is indistinguishable;
 - d. **DIVISION PERSONNEL** shall update outdated divisional information on a continual basis and submit it to the Web Administrator for inclusion on the Public Website.
4. **ADJC Intranet**
 - a. The **WEB ADMINISTRATOR** shall ensure the information posted to the Intranet is limited to:
 - i. Agency Operations; and
 - ii. Related juvenile justice news and events (state and federal).
 - b. The **WEB ADMINISTRATOR, CLPCA, OR DIRECTOR** shall determine any additional content information.
5. **Employee Bulletin Board (EBB)**
 - a. The **WEB ADMINISTRATOR** shall establish the EBB as a section of the Intranet which allows all employees to have the capability to directly post personal messages.

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- i. **EMPLOYEES** may post personal announcements and news of interest to the agency on the EBB;
 - ii. **EMPLOYEES** shall adhere to the following restrictions regarding the EBB. The following shall not be permitted to be posted on the EBB:
 - (1) Jokes;
 - (2) Derogatory remarks;
 - (3) Pictures;
 - (4) Duplicative posting of messages;
 - (5) Commercial-oriented postings;
 - (6) Linking to inappropriate web sites;
 - (7) Personal information without permission, such as names, addresses, phone numbers, emails, etc., except for the writer of the posting, on the EBB;
 - (8) Incomprehensible postings, disemvoweling words (example: R U OK?);
 - iii. **EMPLOYEES** shall not use the EBB as a non-business-related chat room, or web log (blog).
- b. The **WEB ADMINISTRATOR**, as an agent of the Director, shall monitor the EBB and determine if the information is inappropriate for posting;
- i. If information on the EBB is deemed inappropriate:
 - (1) The **WEB ADMINISTRATOR** shall:
 - (a) Remove information from the EBB; and
 - (b) Immediately contact the employee and his/her supervisor via email of the action taken.
 - ii. If an **EMPLOYEE** reposts the removed information or continually posts inappropriate information, the **WEB ADMINISTRATOR**, in consultation with and at the approval of the Director, shall rescind the posting rights to the EBB for a temporary or permanent period of time.
6. **ADJC Youthnet**
- a. On the secure Youthnet site, the **WEB ADMINISTRATOR** shall:
 - i. Ensure information within this database is populated by the Youthbase System;
 - ii. Ensure information is only accessed on a 'need to know' basis;
 - iii. Develop and maintain all content.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
09/01/2006	Patti Cordova		